

APPROVED MINUTES OF THE REGULAR MEETING
OF THE KENTWOOD PLANNING COMMISSION
MARCH 14, 2023, 7:00 P.M.
COMMISSION CHAMBERS

- A. Chair Jones called the meeting to order at 7:00 p.m.
- B. The Pledge of Allegiance was led by Commissioner Holtrop.
- C. Roll Call:
Members Present: Bill Benoit, Dan Holtrop, Sandra Jones, Alex Porter, Ray Poyner, Darius Quinn, Doug VanderMeer, Sarah Weir
Members Absent: Ed Kape (with notification)
Others Present: Community Development Director Terry Schweitzer, Economic Development Planner Lisa Golder, Senior Planner Joe Pung, Planning Assistant Monique Collier and the applicants.

Motion by Holtrop, supported by Poyner, to excuse Kape from the meeting.

- Motion Carried (8-0) –
- Kape absent -

- D. Approval of the Minutes and Findings of Fact

Motion by Commissioner Holtrop, supported by Commissioner Quinn, to approve the Minutes of February 28, 2023 with change noted below and the Findings of Fact for: Case#7-23 Enthusiasts Choice Detail Studio- Request of Connecticut Development Company LLC for a Special Land Use Major Vehicle Repair Dry Ice Cleaning and Site Plan Review for Ste. 3 Located at 5120 East Paris Avenue SE

Schweitzer also noted in the minutes that Cairns response to Jones question regarding ARPA funds should read as follows: “Cairns stated the ARPA monies were utilized to cover qualifying Public Safety services expenses incurred during the pandemic. This freed up monies that will be used to support the Parks & Recreation millage efforts, most notably a new recreation facility north of Fire Station 1 on Walma Avenue, the development of recreation amenities on the City Hall Campus and Covenant Park development.”

- Motion Carried (8-0) –
- Kape absent -

- E. Approval of the Agenda

Motion by Commissioner Holtrop, supported by Commissioner Quinn, to approve the agenda for the March 14, 2023.

- Motion Carried (8-0) –
- Kape absent -

F. Acknowledge visitors wishing to speak to non-agenda items.

There was no public comment.

G. Old Business

There was no Old Business

H. Public Hearing

Case#6-23 – Dykstra Auto – Major Change to an Approved Site Plan located at 4782 – 44th Street SE (**adjourned from February 28, 2023**)

Pung stated the request is a major change to an approved site plan. He stated the Planning Commission approved the special land use and site plan in September 2022. He stated in that plan there was approval for 10 additional parking spaces on the south side of the building. The applicant is proposing adding an additional 19 parking spaces.

Pung stated Dykstra Auto submitted for their building permit and it was noted by staff that there is an overhead door proposed on the north side of the building. He stated the overhead door wasn't on the site plan that was originally submitted for the Planning Commission review. He stated the zoning ordinance doesn't allow for overhead doors facing a street unless it is on a corner lot and otherwise approved by the Planning Commission. He stated that is the reason why the request was tabled. The applicant wanted to make that correction on the site plan and then bring it back to the Commissioners for review and approval.

Pung stated there weren't any issues or concerns that were raised at the work session therefore he is recommending approval of the site plan as described in his memo.

Ryan Betts with Land & Resource Engineering and Brian Dousma, 2149 Perry St. Byron Center were present.

Jones opened the public hearing.

There was no public comment.

Motion by Benoit, supported by Quinn, to close the public hearing.

- Motion Carried (8-0) –
- Kape absent -

Quinn questioned why the bay on the east side of the building isn't functional anymore. Dousma stated that it's a loading dock.

Porter stated there was previous discussion regarding the fire exit provisions. He encouraged the applicant to look very closely at that.

VanderMeer questioned if the applicant is aware of the zoning ordinance. Pung stated the requirement is that the site has to be a fully fenced in area so it screens it from the street and adjacent properties. VanderMeer questioned the kind of fence they will be using. Dousma stated and it will be an 8 foot chain link fence with slots that go into them.

Jones questioned in terms of security, whether there be lights on at night. Dousma stated yes, but very minimal.

Motion by Benoit, supported by Quinn, to grant conditional approval of the site plan dated February 23, 2023, as described in Case#6-23. Approval is conditioned upon conditions 1-8 and basis points 1-5 as described in Pung's memo dated March 7, 2023.

- Motion Carried (8-0) –
- Kape absent -

Case#8-23 – SIP– Structures and Improvements Plan 2023-2029

Schweitzer stated the SIP Plan is broken down into a variety of project types. The SIP is an overview of the City's Annual Capital Improvements Program that sets forth improvements over the next 6-year period and in this case years 2023-2029. He stated this plan covers Building and Site Improvements; Parks; Streets, Sidewalks and Non-Motorized Trails; Water, Sanitary Sewer and Storm Sewer Management Systems.

Schweitzer stated State law requires that after the Master Plan is adopted it is the role of the Planning Commission to annually review the proposed Capital Improvements Program and provide a recommendation to the City Commission.

Schweitzer stated most of the Street, Sidewalks, Non-Motorized Trails and Utility projects are programmed ahead of time. He stated if we are going to use State or Federal money it must be included in a Transportation Improvement Program (TIP) adopted by the Grand Valley Metro Council (GVMC) generally 3-5 years in duration. Any of the projects that they see (especially for street and sidewalks), the ground work on those take place about 5 years before the project is actually undertaken. He stated in the first year of the Capital Improvements Plan projects are solid. He stated grants and loans are associated with those projects that have been timed to take place in that first year of a given Capital Improvement Program. He stated as you get on to the later years the money sources are not as clearly defined.

Schweitzer stated Brad Boomstra City Engineer, Chad Griffin, DPW Director, Bhama Cairns, Deputy Finance Director and Jim Kirkwood, Director of Engineering and Inspection were present to answer questions about the draft plan.

Jones opened the public hearing.

There was no public comment.

Motion by Weir, supported by Poyner, to close the public hearing.

- Motion Carried (8-0) –
- Kape absent -

The commissioners had questions about the priority of projects works, where the monies from the Park millage were allocated and whether it was consistent with what the referendum stated. They also questioned why some projects were being delayed. They also questioned the cost for tables and chairs being purchased for the library.

Cairns summarized how the Property and Building, Library and Public Safet millages Funds are used. Building and Site Improvements; Parks; Streets, Sidewalks and Non-Motorized Trails; and Water, Sanitary Sewer and Storm Sewer Management Systems

Chad Griffin discussed how they have contractors come out and assess projects listed so the City can maximize the life span as much as possible. He stated a lot of the things that are scheduled in a 6 year period but they sometimes look out 25 years in their evaluation. Griffin also discussed the energy efficiency upgrade projects.

Brad Boomstra discussed the crossing of the Paul Henry Trail. He stated the Bretonfield development has come from the south and their last phase is going in which is up against the south edge of the trail. He stated they are extending Breton and eventually the extension to 52nd Street north side is going to be developed. He stated at this time engineering hired a consultant to design. Breton Avenue going over the trail. He stated this will prepare for the eventual development coming from the north. Boomstra discussed how the road funds and water funds are allocated. He discussed how Grand Rapids maintains our traffic signals.

Motion by Holtrop, supported by Benoit, to recommend to the City Commission to adopt the Structures and Improvements Plan July 1, 2023- June 30, 2029 with pedestrian crossing amendments to the Street, Sidewalks and Non-Motorized Trails

- Motion Carried (8-0) –
- Kape absent -

I. Work Session

There was no Work Session

J. New Business

Motion by Benoit, supported by Quinn, to set a public hearing date of April 11, 2023, for: Case#9-23 – Self Storage- Rezoning of 3.46 acres of land from C-2 Commercial to I-1 Light Industrial located at 3119 Broadmoor Ave SE; Case#10-23 - Rezoning of 18.66 acres at 4755 Walma Avenue from C-4 Office to OS Open Space

- Motion Carried (8-0) –
- Kape absent -

K. Other Business

1. Master Plan Implementation Discussion

Golder stated the Master Plan was adopted in 2020 and updated the commissioners to date on the progress that has been made towards those goals. Golder stated a lot of progress has been made with the cross walk study and that is now incorporated into the structures and improvements plan.

2. Commissioners' Comments

Holtrop questioned if the Mayor will give another State of the City speech. Schweitzer stated it has not yet happened and he is not sure what the timing might be.

Poyner questioned if the hotel on 32nd Street and Lake Eastbrook is open. Golder stated it is however she has to have a conversation with them to make sure they understand some of the things that have not been completed. Schweitzer stated in terms of process when the applicant submits for building permit Pung goes back to the Planning Commissions actions to make sure the plans are consistent.

Jones stated near 60th and Kalamazoo there is a lot very visible from the street that has an array of heavy equipment, vehicles and parts stored/parked in the open air. Schweitzer stated staff has been in contact with the owner to bring it into conformance with the zoning ordinance.

Jones stated Scooters Coffee has several signs on their property. Golder stated she has tried to contact the business but couldn't get through. She will visit the site.

3. Staff's Comments

Staff offered no additional comment.

L. Adjournment

Motion by Commissioner Benoit, supported by Commissioner Weir, to adjourn the meeting.

- Motion Carried (8-0) –
- Kape absent -

Meeting adjourned at 8:25pm

Respectfully submitted,

Ed Kape, Secretary